#### Database Search Strategies



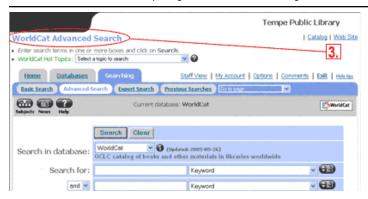


# How To Locate Books In Other Libraries

**WorldCat** is a database that lists the contents of libraries worldwide. If a particular book is not available at Tempe Public Library, **WorldCat** can help you pinpoint other local libraries that may have an available copy.

#### Here's how:

- **1.a. When you are at the Library:** Select the "Other Databases" button in the Library Catalog (on a catalog computer). Look in the center column for the **WorldCat** heading.
- **1.b. When you are using a computer at home:** Go to <a href="http://www.tempe.gov/library/">http://www.tempe.gov/library/</a>. Select **electronic resources**. Look for the **WorldCat** heading.
- 2. You will need to input your name, library card number and PIN before you may gain access.



3. When the **WorldCat** page opens, check to be sure you are in the WorldCat **Advanced Search** page. If not, click on the button labeled **Advanced Search** underneath the **Database** tab.



- **4. a.** Insert your cursor in the **Search for** box, and type the title of the book you are looking for.
- **4. b.** Select the **Title** option in the second field under the down arrow.
- **4. c.** Insert your cursor in the next search box, and type the title of the book you are looking for.
- **4. d.** Select the **Author** option in the second field under the down arrow.

Scroll down and click on the **Search** button.

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- **5. a.** A list of books will appear. When you find the correct title, look for **VALLEY LIBRARIES** in green.
- **5. b.** To the left of the green, click on **Libraries Worldwide**.

If you do not see **VALLEY LIBRARIES** in green, that means that the book is not available locally. Ask a librarian for help if this happens.



**6.** A list of libraries throughout the country appears, with local libraries at the top.

Many local library catalogs are linked to WorldCat. You may be able to link directly to another library's catalog to see if the item is checked out.



7. Please note: even though a library's online catalog indicates that the item is available, it is wise to call that library before making a trip to be sure the item will be available to you when you arrive.

Tempe Public Library is not affiliated with other libraries in the Phoenix metro area, so you will not be able to use your Tempe Public Library card; however, you may obtain a library card at most metro libraries if you are a resident of Maricopa County. Ask each library for details.

## Database Search Strategies

4333 E. Chandler Blvd... 602-534-1900

102 W. Southern Ave ..... 602-262-6694

2808 N. 46th St ...... 602-262-6801

Ocotillo Branch

Saguaro Branch





3500 S. Rural Rd ...... 480-350-5511

(tty/tdd) ..... 480-350-5050

Chandler Public Library 22 S. Delaware St 480-782-2803 Sunset Branch 4930 W Ray Rd 480-782-2842
Glendale Public Library 5959 W. Brown St 623-930-3530 Velma Teague Branch 7010 N. 58th Ave 623-930-3431
GuadalupeLibrary (MCLD) 9241 S. Avenida del Yaqui

#### **Local Valley Public Libraries** Mesa Public Library **Scottsdale Public Library** 64 E. 1st St ...... 480-644-2207 3839 N Civic Center Bd 480-312-2476 Dobson Ranch Branch Mustang Branch 2425 S. Dobson Rd ...... 480-644-3441 10101 N. 90th St ...... 480-312-6061 East Mesa Branch Palomino Branch 635 N. Power Rd ...... 480-644-3184 12575 E. Via Linda St .... 480-312-6100 **Phoenix Public Library** Southeast Regional Library, Gilbert 1221 N. Central ..... 602-262-4636 (MCLD) 775 N. Greenfield Rd .... 480-539-5120 Book Availability ...... 602-534-2468 Ironwood Branch Tempe Public Library

Professional Librarians use the WorldCat database to prepare inter-library loan requests. If you have questions about this database, call the Tempe Public Library Reference Desk at (480)350-5511. The Librarian may be able to tell you how to get the information you need.